



Metropolitan Washington Regional Ryan White Planning Council			Meeting Minutes
<b>Standing Committee</b>	<b>Planning Council</b>		
<b>Meeting Title - Type</b>	Monthly Meeting		
<b>Date / Time</b>	December 20, 2012	5:00 pm-8:00 pm	
<b>Location/Room</b>	441 4 <sup>th</sup> Street, NW Rm. 1107 Washington DC		

ATTENDEES/ROLL CALL					
Planning Council Members	Present	Absent	Planning Council Members	Present	Absent
Austin, Toby	x		Hixon, O. Xavier	x	
Bailey, Steve	x		Hoover, David		x
Bailous, Stephen	x		Jackson, Herbert		x
Bishop, Henry	x		Kelly, Renee	x	
Black, Ralph	x		Marachelian, Alis	x	
Blackmon, Alexis		x	Moore, Tarsha	x	
Brown, James	x		Morrow, Lora	x	
Callahan, Keith	x		Pilskaya, Anna	<b>Resigned</b>	
Cameron, Martha		x	Purdy, David		x
Cauthen, Melvin	x		Roberts-Njoku, Cornett	x	
Chinn, Barbara	x		Santirosa, Yolanda	x	
Davis, Reginald	x		Scheraga, Ronald	x	
Deely, Maureen	<b>Leave</b>		Schlosberg, Claudia	x	
Dunnington, Geno	x		Scruggs, Linda	<b>Resigned</b>	
Fischer, Mark	x		Smith, E. Robert	x	
Fon, Shella	x		Smith, Tyranny	x	
Franks-Dunbar, Sharon	x		Solan-Pegler, Nicolette	x	
Frazier, Debra	x		Spears-Johnson, Dedra	x	
Goforth, Justin	x		Swanda, Ron	x	
Hawkins, Patricia	x				
Administrative Agent Representatives	Present	Absent	Administrative Agent Representatives	Present	Absent
Agar, Tim		x	Ramey, Devi	x	
Puranik, Rashmi		x	Simmons, Michelle		x
Logistical/Technical Support			Logistical/Technical Support		
Whitaker, Ashley - BCA	x		Newman, Sherryl	x	
Hargrove, Javonnica - BCA	x		Weatherspoon, Octavia - BCA	x	
HAHSTA Staff	Present	Absent	PC Staff	Present	Absent
Freehill, Gunther	x		Babb, Donald	x	



Pappas, Gregory	x		
<b>Guest</b>			
Bobbie Smith	Chauncey Starling	Terry Davis	Laurence Williama
Paulette Johnson	Kim Battle	Kate Bishop	Michael Jones
Danielle Pleasant	Ronald Morgan	Rebekah Horowitz	Marshall Rountree
Jan-Hendrik Van Leeuwen	DePaul Gordon	Sharon Coker	
Phillip Bailey	Laurence Smith	Ronald Carswell	

<b>HIGHLIGHTS</b>
<ul style="list-style-type: none"> <li>○ Swearing In of New Members</li> <li>○ PC Chair Report</li> <li>○ Motion #1: PC Authorization of Reallocation of Funds in January 2013</li> <li>○ Motion#2: PC Letter to Dr. Pappas Requesting Meeting to Address Concerns</li> </ul>

<b>AGENDA</b>	
<b>Item</b>	<b>Discussion</b>
<b>Public Comment</b>	There were no public comments.
<b>Call to Order</b>	The meeting was called to order by Stephen Bailous, Chair at 5:33pm.
<b>Review and Approval of the Agenda</b>	It was moved by Mark Fischer and 2 <sup>nd</sup> by Keith Callahan to approve the agenda.  The agenda was approved by consensus.
<b>Review and Approval of the Minutes</b>	It was moved by Barbara Chinn and 2 <sup>nd</sup> by Keith Callahan to approve the November 2012 Minutes.  The minutes were approved by consensus with two abstentions.
<b>Swearing In of New Members</b>	Four new members were sworn in tonight, <b>Michael Austin, Lori Morrow, Claudia Schlosberg and Justin Goforth</b> by Darryl G. Gorman, Director Office of Boards and Commissions. Stephen Bailous and Dr. Pappas welcomed the new members to the Council.
<b>Chair Report</b>	Stephen Bailous highlighted the following: <ul style="list-style-type: none"> <li>– His affiliation with the National Association of People with AIDS (NAPWA) has terminated and he is committed to the Planning Council.</li> <li>– The closed Executive Committee Retreat will be held on January 11, 2013.</li> <li>– Jeffery Crowley will provide a presentation on the Implementation of the Affordable Care Act at the January 31, 2013 Planning Council meeting. Also, someone will provide a presentation on how this affects the Ryan White Care Act.</li> <li>– HRSA recently conducted site visits and members of the Executive Committee and other members of the Council met with the project officer. It was mostly a “Get to Know You” session and the Council’s strengths and weaknesses were discussed. The project officer discussed ways to improve</li> </ul>



	<p>delivery of services.</p> <ul style="list-style-type: none"> <li>– The Prevention Plan for the District of Columbia has been completed and it has been distributed. The Chair suggested that all DC Council members read the Plan and provide any comments.</li> </ul> <p>Ms. Claudia Schlosberg stated that if anyone has questions about the implementation of the Affordable Care Act in DC, she is available to answer questions. Ms. Chinn asked if the Council could receive an overview of the Act prior to Mr. Crowley’s presentation. Mr. Bailous stated that he will try to obtain an overview and send out. Also, Gunther Freehill noted that members should view HRSA’s website for presentations while Nicolette Solan-Pegler suggested that members visit <a href="http://www.hivheathcarerefor.org">www.hivheathcarerefor.org</a> in order to obtain information on the Act. In reference to prevention, Geno Dunnington stated that in the future there should be a presentation.</p>
<p style="text-align: center;"><b>Grantee Report</b></p>	<p>Gunther Freehill highlighted the following :</p> <ul style="list-style-type: none"> <li>– HRSA conducted site visits over a five day period. Overall, the visit was very productive. Financial Accounting systems, Memorandum of Understanding (MOU) between HAHSTA and the Planning Council, and Medical homes were some topics discussed.</li> <li>– Starting January 1<sup>st</sup> the Medicaid Managed Care Organization clients will be joining the ADAP model. In other words, the insurance stays the same, but the premiums paid to the managed care organizations increase.</li> <li>– Trenton Fedrick, Housing Manager at HAHSTA last day was last week. Tiffany West and Angelic Griffin, Chief and Deputy Chief of Strategic Information Division will be leaving HAHSTA at the end of the year.</li> <li>– All Grantees Meeting was held at the end of November. Information was given about the Affordable Care Act, Health Home Model and Medicaid expansion. A Part A Grantee meeting was held at the end of the conference and the focus was on “stepping up the game around the implementation plan”.</li> <li>– Part A RFA will be released towards the end of January in order to ensure that HAHSTA had a firm handle on the implementation of medical home model. New services are expected to start in October.</li> <li>– A copy of the carryover request is located under tab #3. The carryover funds for Part A Grant Year 21 were approved for about \$908,000 that is split 50:50 between Part A and Part A MAI. The funds are not in the budget system yet.</li> <li>– A site visit was conducted at food banks and corrective action plans have been implemented. In addition, HAHSTA contacted the DOH Health Regulation and License Administration (HRLA) for guidance on DC regulations.</li> <li>– The update on Off-The-Top EMA-Wide services is in the narrative report in the binder.</li> </ul> <p>One DC PWA mentioned that he went to the food bank last week and he was given</p>



	<p>outdated food. Dr. Hawkins noted that standards for the food bank for Ryan White are in review for updates. Questions were asked in reference to dental extension, case management assistance and quality management. Also, Mark Fischer noted that he forwarded a copy of the RFA to the chair of Consumer Access and members of the Executive committee as requested by Geno Dunnington.</p>
<b>FOAC Reports</b>	<p>Mr. Bailous referred the Committee to Tab 3 in the binder for a review of the FOAC Report.</p>
<b>Jurisdictional Reports</b>	<p><b>District of Columbia &amp; West Virginia</b>  Mr. Freehill noted that spending is being carefully reviewed in order to minimize carryover funds. He noted that in one service category \$600,000 is underspent. Council members also noted other service categories that are underspent and had questions services.</p> <p><b>Northern VA</b>  Mr. Bailous referred the Committee to Tab 4 in the binder for a review of the Northern Virginia’s Report.</p> <p><b>Suburban Maryland</b>  Ms. Bailous referred the Committee to Tab 5 in the binder for a review of the Suburban Maryland’s Report. Devi Ramey added that Suburban is in the process of reviewing service categories and reprogramming funds.</p>
<b>Operating Budget</b>	<p>Mr. Fischer provided a presentation on the Planning Council Operating Budget. First he went over how the budget was formulated in that committee chairs submitted planned activities for the month and the support contractor estimated the cost of each activity and modified them to keep spending within the budget. Mr. Fischer noted that overall spending is within the budget. Also, in the future, if funds are not spent by the proposed deadline submitted by the committee chair, the funds will be re -allocated to use on other activities that will benefit the Planning Council. Members raised questions about the decision to use the support contractor to perform the work of the Planning Council Coordinator, which committee has fiscal oversight in monitoring the budget, special projects as well as the accuracy of the budget. Mr. Bailous stated that further discussion on the budget will be in the FOAC meeting next month. Reginald Davis suggested that a report be made to the Planning Council next month to explain the discrepancies in the budget.</p>
<b>Motions</b>	<p>Mr. Fischer brought forth the “Planning Council Authorization of Reallocation of Funds in January 2013” motion as moved by the Executive Committee. He stated that the purpose of the motion is to ensure that the Planning Council close to 100% before the end of the year. Due to the HRSA site visit to the Grantee (HAHSTA) during the week of December 10-14, 2012 which has deprived the Grantee and the Planning Council of the opportunity to discuss service category needs and funding for the balance of GY22 as is normally done in December of each year. The Planning Council members engaged in a brief discussion about the motion.</p> <p><b>Motion #1:</b> So moved for the Planning Council to authorize the Executive Committee to act on its behalf on reallocation requests from Grantee and</p>



	<p>Jurisdictional Administrative Agents.</p> <p>Mr. Bailous called the question.</p> <p><b>VOTE:</b> In Favor – 25; Oppose-3; Abstain -1 <b>THE MOTION IS PASSED.</b></p> <p><b>Motion #2:</b> Mr. Bailous brought forth the motion to send a letter to Dr. Gregory Pappas to request a face-to-face meeting to express concerns regarding the following matters listed below as moved by the Executive Committee.</p> <ul style="list-style-type: none"> <li>• HAHSTA scheduling mandatory staff events at times that prevent Grantee representatives or alternatives from participating in prescheduled PC meetings that the MOU commits them to support;</li> <li>• Absence of quarterly reports from the Grantee as promised in the MOU;</li> <li>• Absence of regularly monthly Operating Budget reports from the COA and failure to submit reports delivered in the requested format as needed to evaluate expenditures and manage spending; and</li> <li>• Absence of requested status update report and other information on Pilot Project: EIS Peer Community Health Worker program</li> </ul> <p><b>VOTE:</b> In Favor – 26; Oppose-0; Abstain -2 <b>THE MOTION IS PASSED.</b></p>
<p><b>Standing Committee Minutes &amp; Updates</b></p>	<p><b>Bylaws</b> Mr. Fischer noted that the final expense reimbursement document is in the binder. He highlighted the childcare assistance changes and stated that modifications are retroactive to May 2012 and requests must be submitted by January 31, 2013. In addition, changes to recertification</p> <p><b>Membership</b> Ms. Chinn welcomed the new members to the Planning Council.</p> <p><b>Consumer Access</b> Geno Dunnington stated that he would like to have a presentation/update on the EIS project.</p> <p><b>Needs Assessment</b> Nicolette Solan-Pegler pointed out that there is a Three Year Needs Assessment Plan is behind the minutes in the binder. She explained that there is a Pre-Year 1 in which they are attempting to write a report based on information gathered since 2009 and there is no time to conduct a consumer survey. The Committee has requested a budget reallocation for consulting services in order to assist with assessment. Also, HAHSTA will be sending a list of data to the Planning Council by Wednesday.</p> <p><b>Care Strategies and Coordination of Standards (CSCS)</b></p>



	<p>Dr. Pat Hawkins noted that two new Planning Council members are on the CSCS committee. At the January 15, 2013 CSCS meeting, there will be a discussion on the sliding scale fee. At the February meeting there will be a presentation on the Affordable Care Act. In March there will be a Case Management Roundtable. Also, CSCS is working on finalizing Assistance Case Manager Standards. Lastly, the new Client Service Feedback form should be used to report anything in the system that is not working; systematic not personal.</p> <p><b>Fiscal Oversight &amp; Allocations (FOAC)</b> A report was not given.</p>
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**ANNOUNCEMENTS**

- Dr. Hawkins announced that a moment of silence will be observed for the Connecticut school shooting victims on December 21, 2012 at 9:30am.

**HANDOUTS**

Agenda dated 12/20/2012  
 Minutes dated 11/15/2012  
 Grantee/DC Fiscal Report  
 EMA-Wide and Jurisdictional FOAC Reports through October 2012  
 NOVA FOAC MAI Report through October 31, 2012  
 NOVA FOAC Part A Report through October 31, 2012  
 Suburban Maryland Regular and MAI FOAC Report through October 31, 2012  
 Suburban Maryland Actual Expenses Incurred through October 31, 2012  
 Motion #1: PC Authorization of Reallocation of Funds in January 2013  
 Motion #2: PC Letter to Dr. Pappas Requesting Meeting to Address Concerns  
 January - March 2013 Planning Council Calendars

**ACTION ITEMS – Open**

#	Item	Assigned To	Date Assigned	Due Date	Status
1	Request a copy of Dr. Pappas Presentation on medical homes for distribution to Planning Council members as well as Community members.	BCA	10/25/2012	ASAP	Closed

**MOTIONS**

#	Motion	Motioned By	2 <sup>nd</sup> By	Approved By
1.	So moved for the Planning Council to authorize the Executive Committee to act on its behalf on reallocation requests from Grantee and Jurisdictional Administrative Agents	Executive Committee		In Favor - 25; Oppose- 3; Abstain -1 <b>THE MOTION IS PASSED.</b>



2.	So moved to direct the Chair and the Community Co-Chair to send a letter to Dr. Gregory Pappas to request a face-to-face meeting to express concerns.	Executive Committee		<b>VOTE:</b> In Favor - 26; Oppose-0; Abstain -2 <b>THE MOTION IS PASSED.</b>
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<b>MEETING ADJOURNED</b>	8:05 pm
<b>NEXT MEETING</b>	January 31, 2013 at 5:30 pm <b>Location:</b> 441 4 <sup>th</sup> Street, NW Rm. 1107 Washington, DC. 20001